

S E C R E T

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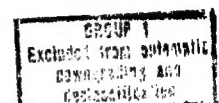
MEMORANDUM FOR : All CS Historical Officers and Writers
SUBJECT : Cut-off Date for CS Histories

1. While we have discussed with many of you individually and collectively the question of at what date to cut off a station history or an operational monograph, it appears that it might be well to put this out in written form so that all may refer to it at need.

2. First of all, our basic job now is to get our first twenty years of activity on paper. This means from the end of OSS and the beginning of SSU (October 1945) until 1965. Thus, our general cut-off date is 1965.

3. Other factors may require a slightly different date, such as the fact that a station was closed in 1966, or 1967. In such a case, it would only make sense to carry the story on until the closing of the station. Another such case would be that of a chief of station's tour which ran until 1966, in which event, it would be a logical cut-off date rather than 1965. Other factors not mentioned here might also provide a more logical cut-off date than 1965, but the main guideline is "our first twenty years".

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4. Since it is important to get our first twenty years on paper as soon as we can, any time writers spend on the years after 1965 delays the accomplishment of that objective unnecessarily. Furthermore, the closer we get to events, the less perspective and objectivity we can bring to them.

5. Once all components have completed their papers through 1965, we face the task of updating our histories at five-year intervals. Thus, with a station history that is written through 1965, we should be updating it in 1970. For this purpose, we would hope to draw on material put aside during that period in the Country Folders (or a comparable system for units other than area divisions). For information on the Country Folder Program, see memorandum from Executive Secretary, CS Historical Board to CS Division Chiefs and Historical Officers, dated 26 December 1967.

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Executive Secretary
CS Historical Board

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